

## LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP

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### MINUTES OF A MEETING OF THE LUPPITT NEIGHBOURHOOD PLAN STEERING GROUP HELD ON WEDNESDAY, 27 JUNE 2018, AT 7.30 PM IN LUPPITT VILLAGE HALL

Present: See attached attendance list

ITEM	ACTION
<p><b>1. Apologies</b></p> <p>Apologies were received from Gavin Brake, Amian Fry, Sara Gordon, Mark and Sue Hickman, Barry Hooper, Vanessa Nancarrow, John and Barbara Thorne, Jacki Street</p>	
<p><b>2. Minutes of previous meeting</b></p> <p>It was agreed unanimously that the Minutes of the last meeting held on Wednesday, 30 May 2018, should be accepted as a true record of that meeting.</p>	
<p><b>3. Chairman's Report</b></p> <ul style="list-style-type: none"> <li>• Roger has met up with all the sub-groups apart from Natural Environment and New Development. He has found the meetings very useful.</li> <li>• Roger had circulated a note to people who had expressed an interest in the Neighbourhood Plan, but who had not attended a Steering Group meeting, asking whether they wished to be kept informed of progress. Fifteen people have asked to be kept informed two of whom, Mary Hill and Louisiana Lush, have indicated they would be prepared to join one of the sub-groups. Rosalind will compile a separate list and will send out Agendas and Minutes to them as the best way to keep people informed.</li> <li>• Once the composition of the sub-groups has been finalised, Rosalind will reissue a new schedule of the working groups.</li> </ul>	<p>Rosalind</p> <p>Rosalind</p>
<p><b>4. Formation of new Steering Group Committee</b></p> <p>It was generally acknowledged that it can be very difficult to reach decisions with a large group and so Michele explained the merits of forming a Steering Group Committee.</p> <p>Each sub-group would be represented on the Committee. The purpose of the Committee would be to:</p> <ul style="list-style-type: none"> <li>• plan the format of Steering Group meetings so that time isn't wasted unnecessarily;</li> <li>• assess and monitor ongoing progress;</li> <li>• clarify issues that are hindering progress;</li> <li>• pull together all aspects of the Neighbourhood Plan.</li> </ul> <p>Notes will be taken at each Committee meeting and will be circulated to all members of the Steering Group.</p>	

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<p>It is proposed that the composition of the Steering Group Committee should be as follows:</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Position/Sub-Group</th> </tr> </thead> <tbody> <tr> <td>Roger Hicks</td> <td>Chair</td> </tr> <tr> <td>Sara Gordon</td> <td>Vice Chair/A Balanced Community</td> </tr> <tr> <td>Michele Turner</td> <td>Facilitator/Climate Change &amp; Renewables</td> </tr> <tr> <td>Barbara Thorne</td> <td>Secretary</td> </tr> <tr> <td>Rosalind Buxton</td> <td>Treasurer/Parish Clerk</td> </tr> <tr> <td>Christine Ryder</td> <td>Consultation Process Co-ordinator</td> </tr> <tr> <td>Gavin Brake</td> <td>Natural Environment</td> </tr> <tr> <td>Graham Russell</td> <td>The Built and Historic Environment</td> </tr> <tr> <td>Mark Hickman</td> <td>New Development</td> </tr> <tr> <td>Nigel Goode</td> <td>Community Projects</td> </tr> <tr> <td>John Thorne</td> <td>Parish Council Chairman</td> </tr> </tbody> </table> <p>The proposal to form a Steering Group Committee was put to the meeting and agreed unanimously.</p> <p>Rosalind will organise meeting dates and will advise Committee members. The Terms of Reference will be re-worded to reflect the formation of the Committee. The Terms of Reference will be reissued once the Parish Council has agreed the amendment.</p>	Name	Position/Sub-Group	Roger Hicks	Chair	Sara Gordon	Vice Chair/A Balanced Community	Michele Turner	Facilitator/Climate Change & Renewables	Barbara Thorne	Secretary	Rosalind Buxton	Treasurer/Parish Clerk	Christine Ryder	Consultation Process Co-ordinator	Gavin Brake	Natural Environment	Graham Russell	The Built and Historic Environment	Mark Hickman	New Development	Nigel Goode	Community Projects	John Thorne	Parish Council Chairman	Rosalind
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<p><b>5. Dedicated website, email address and logo</b>  <b>6. Master Document – Consultation draft</b></p> <p>In order to encourage and facilitate as much interaction with Luppitt parish residents as possible, Michele outlined the following steps that have been taken or will be taken shortly:</p> <ul style="list-style-type: none"> <li>• A dedicated email address is in place and being monitored by Sara. Any questions and ideas should be emailed to <a href="mailto:luppittneighbourhoodplan@gmail.com">luppittneighbourhoodplan@gmail.com</a>.</li> <li>• It is intended to have a dedicated website for the Neighbourhood Plan where the Master Document will be available, identifying changes made as the Plan progresses. The current version is available on Luppitt Parish Council website at <a href="http://www.luppittparishcouncil.co.uk/Neighbourhood_Plan_2945.aspx">http://www.luppittparishcouncil.co.uk/Neighbourhood_Plan_2945.aspx</a>.</li> <li>• The creation of a specific logo is under way.</li> </ul>																									
<p><b>7. 2018 Questionnaire</b></p> <p>It was agreed that it is a priority to issue another questionnaire so that any differences in the responses to the 2014 questionnaire may be identified and acted upon. Roger has been told by EDDC that the Steering Group can produce their own questionnaire rather than having to go through an organisation like the Community Council of Devon. This is a welcome development. Rosalind will obtain authorisation from the Parish Council to reapply to Groundwork UK for the £1,600 funding that had to be returned at the end of March because it hadn't been spent.</p> <p>All sub-groups must think about questions to be included and have them ready prior to the next Committee meeting as timing is crucial.</p>	Rosalind  Sub-group spokespersons																								

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<p><b>8. Sub-groups to highlight any matters hindering progress</b></p> <p>There were no matters.</p>	
<p><b>9. Sub-group reports</b></p> <p><b>9.1 A Balanced Community</b></p> <ul style="list-style-type: none"> <li>• Have met with Roger – looking at various research – meeting again in 2 weeks – need to clarify some of the responses in the 2014 questionnaire.</li> </ul> <p><b>9.2 Natural Environment</b></p> <ul style="list-style-type: none"> <li>• No report as Gavin was away.</li> </ul> <p><b>9.3 The Built and Historic Environment</b></p> <ul style="list-style-type: none"> <li>• Have met with Roger. Good progress being made. Graham requested AONB information which he has now received.</li> </ul> <p><b>9.4 New Development</b></p> <ul style="list-style-type: none"> <li>• Have not yet met as a group although Mark and Tracey have had brief meeting. Mark sent Roger outline of that meeting and in response Roger has obtained information requested by Mark. Mention of other 'unsustainable' parishes that have had a Neighbourhood Plan agreed was made – these are Stockland, Yarcombe and Chardstock and their final plans can be found at: <a href="http://eastdevon.gov.uk/planning/neighbourhood-and-community-plans/neighbourhood-plans/neighbourhood-plans-being-produced-in-east-devon/">http://eastdevon.gov.uk/planning/neighbourhood-and-community-plans/neighbourhood-plans/neighbourhood-plans-being-produced-in-east-devon/</a></li> </ul> <p><b>9.5 Climate Change and Renewable Energy</b></p> <ul style="list-style-type: none"> <li>• Have met with Roger. Have had a meeting and have a number of ideas. 2014 questionnaire showed that people were interested in renewables but did not want fields covered with photovoltaic panels. Sub-group is looking at other communities' attitudes to renewables. Roger pointed out that an area can only have a wind turbine, for example, if it is included in a Neighbourhood Plan. Is there an appetite for a community-led hydro-electric scheme using the two rivers in Luppitt?</li> </ul> <p><b>9.6 Community Projects</b></p> <ul style="list-style-type: none"> <li>• Have not yet met as a group. Danek will make contact with Richard Appleton.</li> </ul> <p><b>9.7 Consultation Process and Communication</b></p> <ul style="list-style-type: none"> <li>• Have met with Roger. Christine has drafted out an article for the Luppitt Packet – need information on best forms of communication within the parish – concentrating on generating a higher level of involvement – interactive website – perhaps arrange a family day with display of the Neighbourhood Plan in the Village Hall and Steering Group members on hand to discuss and explain as required.</li> </ul>	
<p><b>10. Any other business</b></p> <p>There were no other matters for discussion.</p>	
<p><b>11. Date of next meeting</b></p> <p>The next meeting will be held on Wednesday, 25 July 2018, at 7.30 pm in the Village Hall. The meeting closed at 9.05 pm.</p>	

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### LIST OF ATTENDEES:

Steve Berry  
Rosalind Buxton  
Nigel Goode  
Roger Hicks  
Jon Kellett  
Danek Piechowiak  
Tracey Rosewell  
Graham Russell  
Christine Ryder  
Steve Smith  
Michele Turner  
Lizzie Wren